

This Notice Expires 1 April 1977

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-10 Revised

SECURITY
2 April 1976

SECURITY VIOLATIONS

1. So far this year we have had 13 security violations. This compares with a total of 8 for the entire year of 1975.

2. I recognize that there are contributing factors to this poor record. We have recently transferred a large number of people to a new working environment and some are now located in nonvaulted areas. Also, the considerable construction taking place creates confusion with attendant breakdown in good security practices. Finally, the flex-time program has led to misunderstandings as to how security is to be handled and/or delegated.

3. I remind all NPIC personnel of their responsibility to obey and to carry out established security regulations. Group, Division, Branch and Section Chiefs of all components will ensure that each employee is familiar with the security equipment and knows and follows the proper procedures in conducting after hours security checks. NPIC Instruction 10-10, "Physical Security Procedures for [REDACTED] dated 12 February 1976 contains information that will serve as your guide for an effective security program.

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4. I shall not hesitate to take disciplinary action against individuals guilty of security violations. Such action could include:

Oral reprimand
Written reprimand
Additional security check duties
Suspension without pay

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✓ [REDACTED]
JOHN J. HICKS
Director

Distribution: B